

Terms of reference (ToR) for the procurement of services below the EU threshold

CONFIDENTIAL

Supporting Tripura State Biodiversity Board with Digitisation of People Biodiversity Register (PBR) on BIOMIS Portal	Project number/ cost centre: G-012213-001 Internal Order: 12213990000
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0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the contractor	4
3.	Concept.....	7
	Technical-methodological concept	7
	Project management of the contractor (1.6)	7
	Further requirements (1.7).....	7
4.	Criteria for Eligibility of firms	7
5.	Personnel concept.....	8
	Team leader.....	8
	Key expert 1 (Coordinator)	9
	Short-term expert pool with minimum 6, maximum 8 members (Data Entry Operators)	9
6.	Costing requirements	10
7.	Inputs of GIZ or other actors.....	11
8.	Requirements on the format of the tender	11
9.	Outsourced processing of personal data	12

0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
BMC	Biodiversity Management Committee
BMUKN	German Federal Ministry for the Environment, Climate Action, Nature Conservation and Nuclear Safety
e-PBR	electronic People's Biodiversity Register
FK	Expert
FKT	Expert days
IKI	International Climate Initiative
IT	Information technology
KZFK	Short-term expert
MoEFCC	Ministry of Environment, Forest & Climate Change
NBA	National Biodiversity Authority
PBR	People's Biodiversity Register
SBB	State Biodiversity Board
TBB	Tripura Biodiversity Board
ToRs	Terms of reference
TSG	Technical Support Group

1. Context

About the Project

The 'Development of National Framework for Electronic People's Biodiversity Registers (e-PBR) in India' project is implemented by GIZ, in cooperation with Ministry of Environment, Forest & Climate Change (MoEFCC) and National Biodiversity Authority (NBA), as part of the International Climate Initiative (IKI) of the German Federal Government. The project supports the development and operationalisation of a national e-PBR framework by the NBA, State Biodiversity Boards (SBBs) and Biodiversity Management Committees (BMCs) in pilot states in India, to strengthen the implementation of the fair and equitable sharing of benefits arising from the use of bio-resources at local-level.

Three main output areas define the implementation approach of the project:

- 1) A national e-PBR framework, that is in line with the Biological Diversity Act, comprising existing plus new digital tools and institutional processes is strengthened.
- 2) Tools and processes of the e-PBR framework support digitisation of biodiversity data (PBRs) in fourteen Indian states.
- 3) Institutional and technical capacities for the preparation and effective use of e-PBRs are strengthened in fourteen Indian states.

Context:

Across India, over 272,000 People's Biodiversity Registers (PBRs) have been prepared till date with significant investments by the government. Prepared by local-level Biodiversity Management Committees (BMC) with support of Technical Support Groups (TSGs) and SBBs, these PBRs are meant to be a comprehensive documentation of local biological resources and associated knowledge. At present, these PBRs are stored as varied documents in digital or physical form which poses an immense challenge for further use of the data in environmental planning and decision-making process, and for fair and equitable sharing of the benefits derived from the use of bio-resources.

The digitisation of existing PBRs to the e-PBR portal (BIOMIS) represents a critical milestone for effective utilisation of PBRs to support conservation and sustainable use of biodiversity in India. Output 2 of the project supports SBBs with digitising their PBRs into the BIOMIS. Existing PBRs (digital or physical) follow the indicative 32-format PBR template as per the 2013 Revised PBR Guidelines by the NBA. For these PBRs to be digitised they must be entered into the streamlined 7-module e-PBR format present within the BIOMIS.

Objective:

The selected organization shall support the Tripura Biodiversity Board (TBB) in the digitisation of existing People's Biodiversity Registers (PBRs) into electronic PBRs (ePBRs) on the BIOMIS portal, in accordance with the prescribed BIOMIS data structure and applicable guidelines.

Specific objectives:

- Enter data from 600 existing PBRs into the prescribed digital format of the BIOMIS portal.

- Ensuring accuracy, completeness and consistency of entered data.
- Identification and reporting of missing, illegible, inconsistent or unclear information.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following works:

Work Package 1: Inception Report and Digitisation Preparation

Develop an inception report with detailed implementation approach and workplan with timeline. This should be based on an understanding of the status of existing PBRs in Tripura, familiarisation with the BIOMIS portal for e-PBRs and the institutional/technical requirements. This is to be developed in close coordination with Tripura Biodiversity Board and other key stakeholders.

Scope & Detailed Activities

- i) **PBR Status Review:**
 - Inventory and categorize all existing PBRs across the State based on format (hard copy vs. soft copy), language, script (including local dialects), geographic/administration mapping, and any region-specific documentation nuances. The 600 PBRs being considered are expected to be in English or Bengali and available as softcopy or hardcopy.
 - Classify PBRs by operational status (e.g., Draft, Completed, Under Review, Outdated) and prioritisation for digitisation (Set A, B and C of 200 each).
 - Review any existing digital initiatives, databases, IT infrastructure, software, and tools relevant to PBR digitisation.
- ii) **Institutional & Technical Requirements:**
 - Analyse existing processes followed by the TBB and BMCs for PBR preparation, updating, and storage.
 - Guided by TBB and following their data protection guidelines, establish the data access, processing and verification protocols for the digitisation exercise.
 - Assess the technical capacity and digital literacy requirements.
- iii) **Preparation for Data Entry**
 - Familiarise pool of Data Entry Operators (DEOs) with the BIOMIS portal, its modules, data fields, workflows and prescribed data-entry procedures.
 - Study the approved PBR formats and associated instructions.
 - Understand the structure and content of existing PBRs provided.
- iv) **Work Plan Development:**
 - Develop a detailed implementation schedule, risk management matrix, resource allocation plan, and stakeholder coordination plan.

Milestone (M1): Inception Report submitted

Work Package 2: Tripura PBR Data Digitisation

Under the guidance of TBB, deploy coordination and DEOs to enter data from 600 existing PBRs into the prescribed digital 7-modules format of the BIOMIS portal following a phased approach. Ensure accuracy, completeness and consistency of entered data, while identifying and reporting any missing, illegible, inconsistent or unclear information.

Scope & Detailed Activities

- i) **Alignment with BIOMIS 7-Module Format:**
 - Structurally map all PBR parameters from the existing format to the BIOMIS 7-modules format.
 - Highlight any parameters which cannot be placed in relevant field in the BIOMIS 7-modules format or other such issues.
- ii) **Phase-wise systematic Data Entry:**
 - Execute data entry into the BIOMIS portal following the phased approach based on prioritisation identified in the Inception Report:
 - 1. Set A – 200 PBRs
 - 2. Set B – 200 PBRs
 - 3. Set C – 200 PBRs
 - Ensure accurate transcription of textual descriptions, tabular data, associated spatial/attribute parameters and photos.
- iii) **Data Quality Assurance, Verification, and Validation:**
 - Ensure that the digitized ePBR database meets the highest standards of data integrity, completeness, accuracy, and scientific consistency.
 - Identify and report missing, illegible, ambiguous, or inconsistent data points.
 - Establish a structured verification workflow in coordination with TBB.
 - Rectify entry errors, resolve scientific/taxonomic ambiguities and inconsistent data points in coordination with TBB.
 - Implement Quality Control through a sample-based verification check by team leader or coordinator to ensure accuracy of data entry compared with source data. Perform end-to-end data integrity checks to deliver a fully quality-assured digital e-PBR database.
- iv) **Digitisation Framework and SOPs:**
 - Develop a state-level digitisation framework, detailing standard operating procedures (SOPs) and institutional capacity requirements, for future e-PBR digitisation, updates, and data management, in consultation with TBB.

Milestone (M2): 200 PBR (Set A) digitised for BIOMIS Portal

Milestone (M3): 200 PBR (Set B) digitised for BIOMIS Portal

Milestone (M4): 200 PBR (Set C) digitised for BIOMIS Portal

Cross cutting requirements applicable to all deliverables

- The contractor is responsible for selecting, preparing, training and steering the pool of experts assigned to perform the tasks.
- The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor provides reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.
- The contractor shall maintain strict confidentiality and ensure the privacy and security of all PBR-related data accessed, entered, processed, or handled during the assignment, and shall not disclose, share, copy, or use such information for any unauthorized purpose.

In addition to the reports required by GIZ in accordance with the AVB, the contractor submits the following reports:

- Brief monthly reports on the implementation status of the project (*5-7 pages*) GIZ and Tripura Biodiversity Board (TBB).

Milestones/partial works	Deadline (since signing of contract) / Place	Criteria for acceptance
M1: Inception Report (Work Package 1)	2 weeks / Tripura	Inception report with detailed implementation approach and workplan with timeline. The report is prepared in close coordination with Tripura Biodiversity Board.
M2: 200 PBR (Set A) digitised for BIOMIS Portal (Work package 2)	14 weeks / Tripura	200 existing PBRs (Set A) are available as e-PBRs (draft) on BIOMIS portal. Brief report containing log of digitised PBRs, quality check details, and listing any missing, illegible, inconsistent or unclear information.
M3: 200 PBR (Set B) digitised for BIOMIS Portal (Work package 2)	24 weeks / Tripura	200 existing PBRs (Set B) are available as e-PBRs (draft) on BIOMIS portal. Brief report containing log of digitised PBRs, quality check details, and listing any missing, illegible, inconsistent or unclear information.
M4: 200 PBR (Set C) digitised for BIOMIS Portal (Work package 2)	32 weeks / Tripura	200 existing PBRs (Set C) are available as e-PBRs (draft) on BIOMIS portal. Brief report containing log of digitised PBRs, quality check details, and listing any missing, illegible, inconsistent or unclear information. Report to include State PBR Digitisation Framework, Data Governance Policy, and SOPs Document.

Period of assignment: from 1st December 2026 until 31st July 2027.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1)-

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided.

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to draw up a **personnel assignment plan** (1.6.2) with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

Further requirements (1.7)

The tenderer is required to describe the data protection and information security measures that will be followed while implementing measures during the assignment.

4. Criteria for Eligibility of firms

Note: Bidders have to submit the documentary evidence for the criteria's specified below.

- The bidding firm must be nationally registered.

- The average annual turnover for the last three financial years should be at least 25,000 EUR.
- The average number of employees and managers from past three years should be minimum 5.
- There is a minimum requirement of at least 2 reference projects with minimum commission of 13,000 EUR in the social or environment sector with aspect of data management (collection/analysis/digitisation) and at least 1 references project in North-East India in the last 3 years.
- The bidding firm must have regional experience in North-east India.
- The bidding firm should have technical expertise in the following areas:
 - Data management (collection/analysis/digitisation) for social or environmental sector
 - Stakeholder engagement and coordination (govt. depts / Panchayati Raj Institutions / Community-based organisations)

5. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 8), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- Provide overall technical and operational leadership for the assignment and ensure achievement of all contractual deliverables and milestones.
- Serve as the primary point of contact for coordination with GIZ, Tripura Biodiversity Board (TBB) and other relevant stakeholders.
- Lead preparation and implementation of the inception report, detailed workplan, resource allocation plan, risk management matrix and stakeholder coordination plan.
- Oversee the phased digitisation of 600 PBRs into the BIOMIS seven-module format and ensure adherence to prescribed data-entry procedures and timelines.
- Personnel management, including the coordinator and pool of Data Entry Operators (DEOs), to ensure all project deliverables are met within the stipulated timeframes.
- Ensure compliance with agreed data protection, confidentiality and information-security requirements.
- Regular reporting in accordance with deadlines.

Qualifications of the team leader

- Education/training (2.1.1): University degree (Bachelor's) in social work, rural development, environmental science, management or a related discipline.
- Language (2.1.2): C1 level language proficiency in English, B2 level language proficiency in Bengali
- General professional experience (2.1.3): 5 years of professional experience in project/programme implementation, overseeing day-to-day operations and coordinating with stakeholders.

- Leadership/management experience (2.1.5): 3 years of experience in team leadership or supervisory role, managing teams, delegating tasks, and ensuring effective delivery of activities.
- Regional experience (2.1.6): 3 years of experience in projects in North-east India.

Key expert 1 (Coordinator)

Tasks of key expert 1

- Coordinate and supervise the pool of DEOs and allocate PBRs for digitisation in accordance with the approved phased workplan.
- Support the Team Leader in implementing the overall digitisation methodology, workflow and quality assurance system.
- Review source PBRs and guide DEOs on mapping information from existing PBR formats to the seven BIOMIS modules.
- Monitor daily/weekly progress of data entry and maintain a consolidated digitisation tracker and issue log.
- Undertake first-level quality checks of digitised PBRs for completeness, consistency and accuracy against source documents.
- Identify and consolidate missing, illegible, ambiguous or inconsistent information and coordinate their resolution with TBB.
- Support resolution of data-entry, BIOMIS workflow and data-structure issues in coordination with TBB and, where required, the Team Leader.

Qualifications of key expert 1

- Education/training (2.2.1): University degree (Bachelor's) in information technology, computer applications, data/information management, environmental science, social sciences or a related discipline.
- Language (2.2.2): C1 level language proficiency in English, B2 level language proficiency in Bengali
- General professional experience (2.2.3): 3 years of experience coordinating public or private sector projects, including data management, progress tracking, project coordination or related work.
- Regional experience (2.2.6): 2 years of experience in projects in Eastern India.

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods

Short-term expert pool with minimum 6, maximum 8 members (Data Entry Operators)

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 8 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Enter and digitise data from existing PBRs into the prescribed seven-module BIOMIS format under the guidance of the Coordinator.
- Accurately transcribe textual information, tables, species/resource information, photographs and other relevant data from source PBRs.
- Conduct basic completeness and consistency checks during data entry and flag missing, illegible, ambiguous or inconsistent information to the Coordinator.
- Maintain assigned PBR records and digitisation status trackers.
- Handle PBR documents and associated data in accordance with confidentiality, data protection and information-security requirements.
- Supporting project activities by following established processes, guidelines, and instructions from the Team Lead or Coordinator, in coordination with TBB.

Qualifications of the short-term expert pool

- Education/training (2.6.1): Bachelors or diploma in computer skills, social work, science or related field.
- Language (2.6.2): B1 level language proficiency in English (for all DEOs) and B1 level language proficiency in Bengal (for 2 DEOs).
- Specific professional experience (2.6.4): 1 year of professional experience in data entry, digitisation, typing or document/data processing.
- Regional experience (2.6.6): 1 year of experience in projects in Eastern India.

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

6. Costing requirements

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

Since the contract to be concluded is a contract for works, we would ask you to offer your services at a lump sum price.

In addition, the assessment of the financial bid is also based on the underlying daily rate. Please also provide the underlying daily rate. A breakdown of days is not required.

Milestones/partial works	Estimated expert days for orientation	Deadline (since signing of contract) / Place
M1: Inception report (Work package 1)	Team Leader: 3 days Expert 1 (Coordinator): 4 days	2 weeks / Tripura
M2: 200 PBR (Set A) digitised for BIOMIS Portal (Work package 2)	Team Leader: 9 days Expert 1 (Coordinator): 50 days	14 weeks / Tripura

	Pool of short-terms experts (Data Entry Operators): 427 days	
M3: 200 PBR (Set B) digitised for BIOMIS Portal (Work package 2)	Team Leader: 9 days Expert 1 (Coordinator): 50 days Pool of short-terms experts (Data Entry Operators): 427 days	24 weeks / Tripura
M4: 200 PBR (Set C) digitised for BIOMIS Portal (Work package 2)	Team Leader: 11 days Expert 1 (Coordinator): 56 days Pool of short-terms experts (Data Entry Operators): 426 days	32 weeks / Tripura

7. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Tripura Biodiversity Board (TBB) to guide on usage of PBRs for digitisation and information on related processes.
- TBB staff, NIC or other stakeholders to provide orientation on BIOMIS through in-person demonstration or virtual session.
- GIZ to support in coordination with TBB and other stakeholders.

8. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete tender must not exceed 20 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 5 of the ToR must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all relevant costs (fees, travel expenses etc.). The price bid will be evaluated on the basis of the specified lump sum price. In addition, please also provide the underlying daily rate. A breakdown of days is not required.

9. Outsourced processing of personal data

The performance of the Contract may involve the processing of personal data by the Contractor, such as (but not limited to) the processing of names and contact information. In such cases, the Contractor acts as an independent DATA CONTROLLER and must comply with ALL applicable data protection obligations, including those arising from regional and local laws. The Contractor may only process personal data if the objective to be achieved cannot be achieved without this data. Data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality and accountability as well as the numerous rights of the data subject must be observed. GIZ is in no way responsible for such processing.

In cases where the contractor follows the instructions of a GIZ partner, the partner is the data controller. The laws and standards applicable to it and the contractor must be complied with and implemented.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanations of the data protection principles and rights mentioned here, the definitions of the GDPR (Regulation (EU) 2016/679) should be used.